

# **Exhibitor Show Services**

## **Customer Portal User's Manual**

**\*\*\* Field Edition \*\*\***

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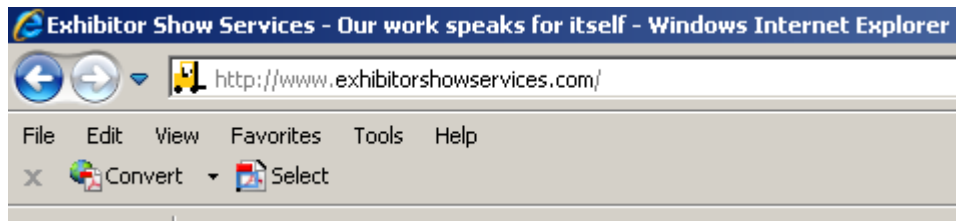
## Table of Contents

Customer Portal	3
Warehouse Management System	5

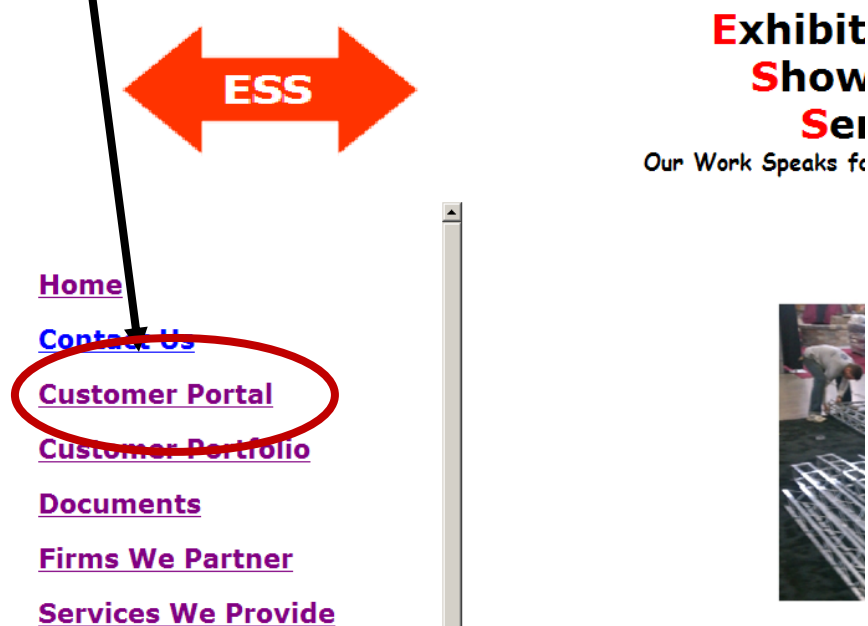
## Customer Portal

The Exhibitor Show Services customer portal provides remote users the ability to check on the status of their goods stored in our warehouse. To access the customer portal, you need to follow these steps:

- 1) In your internet browser enter the address of the Exhibitor Show Services web site as shown below.



- 2) After a few seconds the Exhibitor Show Services website should appear on your screen as shown below. You now need to click on the "Customer Portal" menu option displayed on the left hand of the screen.



- 3) Your screen should now display the login screen shown on the next page. You now need to enter the login credentials provided by Exhibitor Show Services. If your login credentials use

your email as the user id, you can always have your password emailed to you by clicking on the “If you have forgotten your...” link towards the bottom of the screen.

## Customer Portal

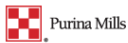
User Id:

Password:

If you have forgotten your password, please [click here](#)

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- 4) After successfully logging into the Customer Portal you will be presented with a screen similar to the one shown below.



### Exhibitor Show Services Client Support Area Field Access



- [Warehouse Show/Exhibit Item Viewing](#)
- **Website Statistics & Reports**
  - [Quick Report](#)
  - [Webtrends Report](#)
- **Other Operations**
  - [Exit](#)

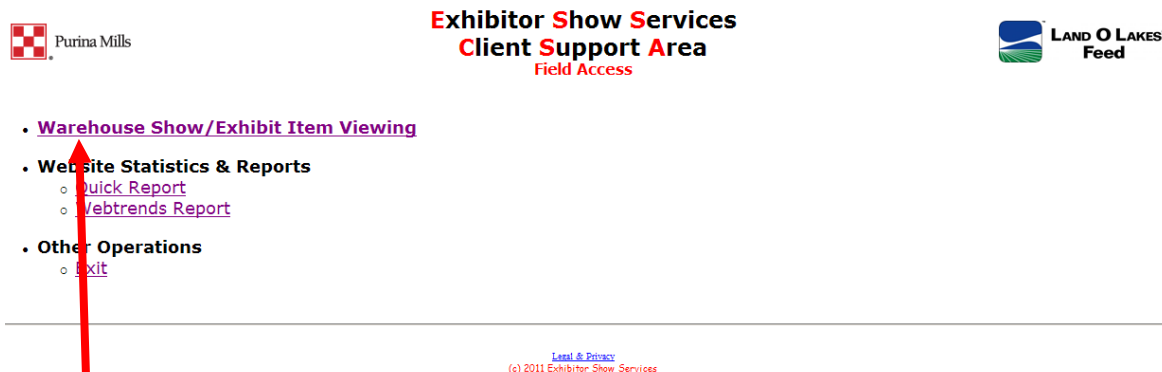
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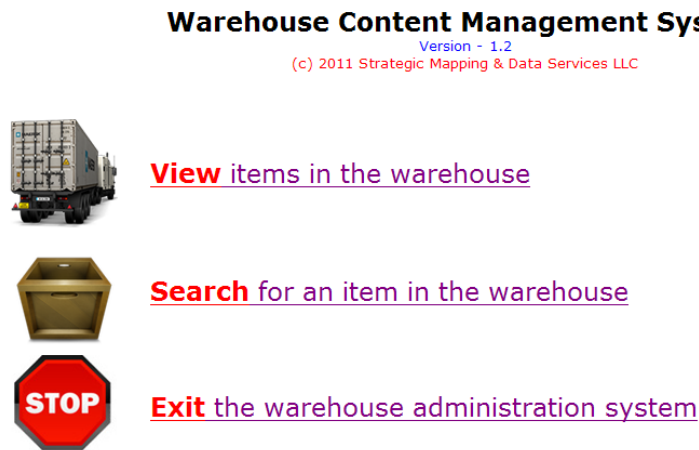
- 5) From the client support area of the portal you can access the Warehouse management system, and/or view various web tracing reports.

# Warehouse Content Management System

The warehouse content management system allows you to search and view items managed by Exhibitor Show Services for your company. To access the Warehouse Content Management System you must first be logged into the customer portal, where you will see a screen like the following:



To start the Warehouse content Management System, you need to click on that menu option as shown above. After a few seconds you will be presented with a screen like the one shown below.



In the field version of the Warehouse Content Management System, only three options exist. They are to view all of the items (with a department/species filter available), to search for specific items, or to exit the system.

Each of these three options are detailed in the next several pages.

## View Items in the Warehouse:

When the “View Items in the Warehouse” option is selected, the screen will change to the one shown below:

### Warehouse Content Management System

Version - 1.2

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#### Items to View

Please select the criteria used to prepare the list of items.

Company:	Land O'lakes Purina Feed
Department:	CORPORATE / EXPO
Only Items in the Warehouse	All Items

Submit

This screen is the “filter” screen, where you can select the department/species and in-stock status(whether the item is currently in our warehouse or on the road) of items. Each of these two filter options will restrict the items to be displayed, and their selection is base don a pull down list. To select the department, pull down the “department” list and select the desired department.

Company:	Land O'lakes Purina Feed
Department:	CORPORATE / EXPO
Only Items in the Warehouse	

:  
stration page

- CORPORATE / EXPO
- EQUINE
- FAMILY LIVESTOCK
- WILDLIFE
- PET
- FAMILY FLOCK
- HONOR/SHOW CHOW
- LAB
- WILDBIRD
- RETAIL DEVELOPMENT
- CATTLE
- MAZURI
- N/A

To select the in-stock status(whether the item is currently in our warehouse or on the road) of an item, pull down the “only items in the warehouse” and make your choice.

Company:	Land O'lakes Purina Feed
Department:	EQUINE
Only Items in the Warehouse	All Items

Submit

After making your filter selections, you need to click on the “Submit” button and the screen will change to display those items that match your selection criteria. A sample listing is shown below:

**Warehouse Content Management System**  
Version - 1.2  
 (c) 2011 Strategic Mapping & Data Services LLC

**View Items**

This is the list of items that match you search criteria.

Company:	Land O Lakes Purina Feed
Department:	EQUINE

Selected	Item Id#	Description	Crate #
<input type="checkbox"/>	<a href="#">20110915-53</a>	Ulinum Screen	EQ01
<input type="checkbox"/>	<a href="#">20110915-74</a>	Omolene FAMILY OF BRANDS green screen	EQ03
<input type="checkbox"/>	<a href="#">20110915-95</a>	Strategy screen	EQ04
<input type="checkbox"/>	<a href="#">20110915-116</a>	Equine Senior screen	EQ05
<input type="checkbox"/>	<a href="#">20110915-137</a>	Omolene 500 screen	EQ07
<input type="checkbox"/>	<a href="#">20110915-158</a>	Omolene FAMILY OF BRANDS cred screen	EQ08
<input type="checkbox"/>	<a href="#">20110915-179</a>	Omolene Healthy Edge	EQ28

If no items match your selection criteria, the same screen is shown, but without any items listed.

For any item listed, you can obtain details about that item, including photographs, by clicking on the item # associated with that item. An example of the detail view is shown below:

**Exhibitor  
Show  
Services**

Item Id#: [20110928-841](#)

Item Description: Skyline 10' Rangeland Display 1 of 3

Width:	14 inches
Height:	14 inches
Length:	40 inches
Weight:	0 lbs.
Cubic Inches:	7840 cu inches
Effective Cubic Inches:	7840 cu inches
Crate#	08-2A
Type/Kind:	08-2A

Pictures (if available):



If the item being displayed is a crate or other large storage container, clicking on the id number (shown below) will bring up a list of the contents of the crate.

Item Id#: [20110928-841](#)

Item Description: Skyline 10' Rangleland Display 1 of 3

Width:	14 inches
Height:	14 inches
Length:	40 inches
Weight:	0 lbs.
Cubic Inches:	7840 cu inches
Effective Cubic Inches:	7840 cu inches
Crate#:	08-2A
Type/Kind:	08-2A

Pictures:

## Search for an Item in the Warehouse:

When the “Search for an Item in the Warehouse” option is selected, the screen will change to the one displayed below.

### Warehouse Content Management System

Version - 1.2

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#### Item Search

Pick the department, enter the Item Id, Crate Number or Description for the show/exhibit item you would like to find in the warehouse database. You only need to specify information in

Company:	Land O'lakes Purina Feed
Department:	CORPORATE / EXPO
Item Id:	
Crate No:	
Description:	

Submit

This screen is the “filter” screen, where you can select the department/species, item id, crate number or description.. Each of these filter options will restrict the items to be displayed. The department/species is selected by a pull down list, while the other items are “fill in the blank” type. To select the department, pull down the “department” list and select the desired department.

Company:	Land O'lakes Purina Feed
Department:	EQUINE
Item Id:	
Crate No:	
Description:	



After making your filter selections, you need to click on the “Submit” button and the screen will change to display those items that match your selection criteria. A sample listing is shown below:

### Warehouse Content Management System

Version - 1.2  
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Listed Below are the Item(s) that match your search criteria. Details about the contents of an item, including photos (if photos are on file) can be obtained by clicking on the item id#.

Item Id#	Description	Crate #	Department
<a href="#">20110915-53</a>	Ullitum Screen	EQ01	Equine
<a href="#">20110915-74</a>	Omolene FAMILY OF BRANDS green screen	EQ03	Equine
<a href="#">20110915-95</a>	Strategy screen	EQ04	Equine
<a href="#">20110915-116</a>	Equine Senior screen	EQ05	Equine
<a href="#">20110915-137</a>	Omolene 500 screen	EQ07	Equine
<a href="#">20110915-158</a>	Omolene FAMILY OF BRANDScred screen	EQ08	Equine
<a href="#">20110915-179</a>	Omolene Healthy Edge	EQ28	Equine
<a href="#">20110915-200</a>	Ullitum Growth	EQ30	Equine
<a href="#">20110915-263</a>	Truss Pieces	SK1	Equine
<a href="#">20110915-284</a>	Truss Pieces	SK2	Equine
<a href="#">20110915-305</a>	Wood Crate Feed Bins	SK3	Equine
<a href="#">20110915-326</a>	Wood Crate Feed Bins	SK4	Equine

If no items match your search criteria, the same screen is shown, but without any items listed.

For any item listed, you can obtain details about that item, including photographs, by clicking on the item # associated with that item. An example of the detail view is shown below:

### Exhibitor Show Services

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Pictures: